

SECTION II

ORGANIZATION AND OPERATION OF THE DIRECTORATE CAREER SERVICE

A. Policy

The Administration Directorate Senior Personnel Resources Board (SPRB) advises and assists the DDA in the area of personnel management. Directorate Operating Officials are responsible for the establishment of Office Boards and Panels and for their operation in accordance with Directorate standards and guidelines.

B. Composition of Directorate Senior Personnel Resources Board

Chairman: DDA

Members : A/DDA and Office Heads

Executive Secretary: [Assistant for Resources, DDA]

C. Responsibilities of the Board

The SPRB will meet at the discretion of the DDA and is responsible for advising the DDA in personnel management matters to include:

1. Management of Supergrades
2. Inter- as well as Intra-Directorate personnel movements including transfers as well as rotational assignments for career development purposes.
3. Determining the standards and methods for the selection of candidates for the advanced level internal and external training courses.
4. Establishing standards for determining the level of Honor and Merit awards [to be recommended] for Directorate personnel.
5. Reviewing and endorsing requests for domestic service to be

considered as CIARDS qualifying service prior to submission to the Agency's Retirement Board.

6. Developing procedures for handling potential surplus cases.
7. Establishing a uniform grievance procedure.
8. Approving and periodically reviewing ranking and evaluation criteria established by operating offices.
9. Developing Directorate-wide personnel objectives in conjunction with Agency personnel plans, such as the Annual Personnel Plan and Personnel Development Plan.
10. Approving and periodically reviewing counseling programs established by the operating offices.

D. Office Boards and Panels

Each member of the SPRB will establish an Office Board to assist and advise him on personnel management. Panels may be established when essential for effective personnel management [and will consist preferably of five voting members.] An Office notice specifying the structure, membership, functions, area of responsibility, and minimum meeting schedule for the Board and each panel will be issued and kept current.